

SAN DIEGO COUNTY ADMINISTRATION CENTER

FACILITY USE APPLICATION

Applicant/Organization: _____ Nonprofit Corp.: Y / N

Contact Person: _____ Phone: () _____ Fax: () _____

Street: _____ E-mail Address: _____

City: _____ State: _____ Zip: _____

Event Title: _____

Event Date: _____ Total Anticipated Attendance: _____

Actual Event Hours: Begin: _____ am / pm End: _____ am / pm

Set Up (if any): Date: _____ Time: _____ am / pm

Dismantle (if any): Date: _____ Time: _____ am / pm

Circle the area you are requesting to use:

east plaza west plaza north parking lot south parking lot room in tower

other (specify): _____

Describe the Event or Use: _____

Will items such as services, food or beverages be sold or provided at this event? Yes / No

If yes, explain: _____

Portable toilets may be required for outdoor events. If this requirement is applicable to your request, a minimum of one (1) ADA accessible portable toilet will be required.

Number of portable toilets to be provided: _____ (one for every 250 people)

Number of portable ADA accessible toilets to be provided: _____ (10% of total toilets)

You must properly dispose of all waste and garbage generated during your event. Immediately upon conclusion of the event, you must return the area to a clean condition by removing all waste and garbage from County property. Describe your plan for clean-up and removal of waste and garbage during and after the event:

Describe your plan for crowd control and security: _____

Will there be any musical entertainment at your event? Yes / No

If yes, explain: _____

Will sound amplification be used? Yes / No

If yes, explain: _____

Will there be any signs, banners, decorations, special lighting? Yes / No

If yes, explain: _____

Describe your parking plans for the event: _____

Name of Applicant: _____ Title: _____

(PLEASE PRINT)

Signature: _____ Date: _____

This signed application and supporting documents (if any) must be provided to:

Clerk of the Board Facility Services
County Administration Center
1600 Pacific Highway, Room 402
San Diego, California 92101
Facsimile: (619) 685-2259

Should you have questions, please call:
Clerk of the Board at (619) 531-5600